
PERSONNEL COMMITTEE MEETING MINUTES

Coast Community College District
Special Meeting of the Personnel Committee
Date: March 15, 2010 10:00 a.m.
Board of Trustees Office Conference Room
1370 Adams Avenue, Costa Mesa, CA 92626

Procedural Matters

1. **Call to Order** – Chair Patterson called the meeting to order at 10:03 a.m.
2. **In Attendance** – Trustee Jerry Patterson; Trustee Dr. Lorraine Prinsky; Chancellor Dr. Ding-Jo Currie; Vice Chancellor Human Resources Dr. Joseph Quarles; Orange Coast College President Dr. Dennis Harkins; Golden West College President Wes Bryan; Orange Coast College Vice President of Administrative Services Rich Pagel; Orange Coast College Director of Personnel Services Laurie Francis; General Counsel Dr. Jack Lipton; President, Coast Federation of Educators Dean Mancina and Staff Assistant Tracey Sanders

3. **Opportunity for Public Comment**

There were no requests to address the Committee during Public Comment.

4. **Review of Executive Recruitments**

- a. **Vice Chancellor of Administrative Services**

- b. **Vice Chancellor of Educational Services**

a-b. Dr. Currie reported that she is currently reviewing the job titles and duties of these two positions and will be done in the next two weeks so that the information can be provided to the Search Committees. Dr. Currie added that the recruitments will take place during the summer and first level interviews will take place in October or November 2010.

- c. **Board and Community Representatives for Search Committees**

Chair Patterson indicated that at the Regular Board Meeting of March 17, 2010 a recommendation will be made to appoint Trustee Dr. Lorraine Prinsky to the Search Committee for Vice Chancellor of Educational Services and Board Clerk Jim Moreno to the Search Committee for the Vice Chancellor of Administrative Services position.

Chair Patterson added that recommendations will be made to appoint community member Suzanne Savary to the Vice Chancellor of Educational Services Search Committee and community member Susumu Yokoyama to the Search Committee for the Vice Chancellor of Educational Services position.

d. Review of Recruitment Firms

Chair Patterson reported that the Board would be recommending the recruiting firm of Ralph Anderson for the Vice Chancellor of Educational Services and Vice Chancellor of Administrative Services positions at the Regular Board Meeting of March 17, 2010.

5. Report on Personnel Reorganization

a. Replacements

b. Transfers

c. Vacancies

d. ENDS Program Update

Dr. Quarles reported that there is concern over the district-wide vacant positions; both the initial vacancy and the secondary one that occurs after an in-house transfer or promotion. Dr. Currie agreed that there are challenges in dealing with vacant positions. Dr. Currie added that the District and each campus are trying to preserve support services for students, using automated technology wherever possible, establishing self-help services for students and capitalizing on Banner applications to help mitigate the effects of the vacant positions.

Dr. Quarles provided the group with two hand-outs detailing the status and number of all district-wide vacancies (See attached pages 4-6).

Dr. Quarles reported that a total of 25 employees to date have submitted their Irrevocable Letters of Intent under the ENDS Program. The final deadline for doing so is April 30, 2010.

6. Discussion of Deans, Department Chairs and Program Coordinators

The Committee discussed the functions and duties of Department Chairs and Program Coordinators. Dr. Currie reported that most Department Chairs and Program Coordinators receive varying amounts of reassigned time based on the size and need of the department to conduct these functions and due to the budget crisis, reassigned time will be reduced as part of the total reorganization plan.

7. Report on Board Personnel & Human Resources Policies and Procedures

Dr. Quarles reported that the Policy Task Force recently finalized eight new or revised Human Resources Policies that were approved at the Regular Board Meeting of March 3, 2010. Dr. Quarles added that the Task Force is now working on the corresponding Administrative Procedures, new Nepotism and Discrimination Policies and reviewing the Policy Log to determine which ones need updating.

8. Set Future Meeting Dates

The Committee set April 28, 2010 at 2:00 p.m. for the next Personnel Committee meeting.

9. Adjourn

There being no further business, it was moved by Dr. Prinsky and seconded by Mr. Patterson that the meeting be adjourned.

Motion carried with the following vote:

Aye:	Mr. Patterson, Dr. Prinsky
No:	None
Absent:	None

Chair Patterson adjourned the meeting at 11:43 a.m.

Secretary of the Board of Trustees

COAST COMMUNITY COLLEGE DISTRICT
 Vacant Positions Status Pending
 As of March 15, 2010
Faculty – 13 Total Positions

District Site	Coastline	Golden West	Orange Coast College
		Counselor	Instructor, Math/Science
		Instructor	Instructor
		Instructor	Instructor
		Instructor	
		Instructor	
		Instructor	
		Instructor	
		Instructor	
		Instructor	
		Instructor	
		Instructor	
		Instructor/Coord (Pending)	

Classified – 58 Total Positions

District Site	Coastline	Golden West	Orange Coast College
Graphic Designer 50%	Staff Asst Sr (Special Programs)	Cosmetology Disp Tech	Information Sys Tech I
Staff Aide 75%	Mil Programs Course Asst (Ancillary)	Sys Network Analyst II	HR Specialist
	Telecourse Marketing Coord (Ancillary)	Information Sys Tech Sr	Student Fin Aid/Fiscal Specialist
	Military Contract Educ Tech, Int (Ancillary)	Maintenance Skilled	Staff Aide
	Military Contract Educ Tech, Int (Ancillary)	Switchboard Oper Sr	Maintenance Skilled
	Guidance Assistant	Campus Security Officer	Athletic Equipment Asst 50%
	Job Center Clerk	Course Assistant	Instructional Assoc, Success Ctr (Ancillary)
	Military Contract Educ Coord, Lead (Ancillary)	Re-Entry CALLWORKS Office Coord (Ancillary) .375 FTE	Student Fin Aid Tech – BFAP (Ancillary) .50 FTE

COAST COMMUNITY COLLEGE DISTRICT

Vacant Positions Status Pending
As of March 15, 2010

	Military Contract Educ Tech I (Ancillary)	Secretary Senior	Typist Clerk Inter
	QC One Stop Security Officer (Ancillary)	Staff Aide	Child Dev Specialist (Ancillary)
	Staff Assistant, Senior	Staff Aide	Child Dev Specialist (Ancillary)
	Const Educ Instruc Office Assl (Ancillary)	Typist Clerk Int	Receptionist (Ancillary)
	Corporate Developer (Ancillary)	Lab Inst Asst - Nursing	Child Care Center Asst (Ancillary)
	EOPS Recruitment Tech (Ancillary)	Bookstore Operations Asst	Child Care Center Asst (Ancillary)
	ISD Staff Aide (Ancillary)		Community Serv Reg Tech 2 (Ancillary)
	MM/Development Spec Senior		Career Educ Grant Staff Aide (Ancillary)
	Typist Clerk Int		Instruc Assoc - Learning Dis
	Web/Media Designer - Military (Ancillary)		Instruc Assoc - Learning Dis
			Medical Assistant (Ancillary)
			Title III Staff Assistant (Ancillary)
			Adm/Records Tech II (Ancillary)
			Adm/Records Tech II (Ancillary)
			Accounting Asst III
			Online Instructional Assl

COAST COMMUNITY COLLEGE DISTRICT

Vacant Positions Status Pending
As of March 15, 2010

Management – 16 Total Positions

District Site	Coastline	Golden West	Orange Coast College
Vice Chancellor, Human Resources	President	Security Coordinator	Dean, Business, Computing & Career Services
Assoc VC, Educ Services *	Dean, Costa Mesa	Dir, Financial Aid	Dean, Math & Science
Vice Chancellor, Administrative Services *	Director, Computer Services	Vice Pres, Student Services	Vice President, Student Services
Sr. Director, Facilities, Planning & Construction	Dir, Contract Development & Operations (Ancillary)	Supervisor, Disabled Students Program	
	Program Assistant Manager (Ancillary)		

Positions Eliminated
Positions Pending
Positions to Hire
*
In Discussion